

Environmental Management Procedure

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Contents

1	Introduction	3
2	Purpose	3
3	Scope	3
4	Definitions	4
5	Policy Statements	4
6	Duties and responsibilities	5
7	Procedures	5
8	Training Requirements	14
9	Process for monitoring compliance with this policy	14
10	References	14
11	Associated documents	14
12	Equality Impact Assessment	15
13	Annex : Sustainable Development Management Plan 2012-2013	Error! Bookmark not defined.

Environmental Management Procedure

1 Introduction

- 1.1 The Tavistock & Portman NHS Foundation Trust believes that the effect of its activities on the environment is of significant importance. As an integral part of the Trust's commitment to ensure the health and wellbeing of the community, it will undertake to contain the environmental effect of its activities to a practicable minimum consistent with maintaining its responsibilities in providing high quality services.
- 1.2 The Trust recognises that the minimum acceptable level of environmental performance is laid down by statutory legislation, but it is committed to improve upon those minimum standards to make a contribution to reduce pollution, global climate change and biodiversity loss.
- 1.3 The Trust is committed to implementing, monitoring and reviewing its overall environmental performance.
- 1.4 The Trust will at all times ensure a proper balance between the need to improve services and a responsible approach to the environment.
- 1.5 Environmental issues affect the health and safety of patients, students, visitors and staff. The Trust will seek to integrate all aspects of risk management to ensure the well-being of people and the environment.

2 Purpose

The purpose of this policy is to minimise the Trust's impact on the environment and thereby minimise the effects to the population. These impacts include: consuming energy, purchasing goods, producing waste, effluent, emissions to the atmosphere and traffic to and from Trust premises.

3 Scope

This policy applies to all staff, whether directly employed or employed by bank or agency.

4 Definitions

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5 Policy Statements

- 5.1** The Trust recognises and readily accepts that environmental protection is the responsibility of us all. Therefore, the Trust will seek to integrate all aspects of risk management to ensure the wellbeing of people and the environment.
- 5.2** In particular, the Trust will seek to:
 - 5.2.1** Reduce, where practicable, pollution to air, land and water;
 - 5.2.2** Have regard for both environmental issues and value for money in all centrally purchased goods and services and promote the use of products and services of suppliers whose environmental policies are in accord with our own;
 - 5.2.3** Ensure all staff are aware of the environmental policy and how they can contribute to the Trust's overall environmental performance;
 - 5.2.4** Ensure that all relevant staff have access to up-to-date information on environmental legislation and guidance;
 - 5.2.5** Continue to promote the efficient use of energy in an economical and environmentally sound manner by energy conservation measures and where economically viable, investing in energy saving technology in both existing and new buildings and equipment;
 - 5.2.6** Promote waste minimisation and reduce the environmental impact of waste through beneficial use, where practicable, or safe disposal where not;
 - 5.2.7** Enhance the aesthetics of the Trust premises by maintaining the grounds in an environmentally sound manner through the design, location and finishes of buildings and structures;

- 5.2.8 Communicate openly the organisation's environmental performance to staff, patients, government authorities and other interested parties on request.

6 Duties and responsibilities

- 4.1 The Board of Directors is responsible for environmental policy, and the Trust's Chief Executive will ensure that environmental performance is monitored with targets set annually to achieve sustained improvement over the range of the Trust's activities.
- 4.2 The Estates and facilities manager will have lead responsibility for the implementation of the procedures.
- 4.3 Information on environmental performance will be reported to regulators as required.

7 Procedures

7 Environmental Objectives

- 7.1 Establish and integrate environmental management awareness throughout the Trust.
- 7.2 Comply with all legislative and regulatory requirements.
- 7.3 Involve staff in setting and meeting environmental targets and ensure that they are aware of environmentally safe working practices.
- 7.4 Take positive steps to conserve energy, water and other resources.
- 7.5 Take steps to minimise waste production and ensure that waste is disposed of responsibly and where possible ecologically used.
- 7.6 Select as far as possible environmentally acceptable products and promote re-use or recycling of goods and materials.
- 7.7 Promote the use of public transport so as to reduce pollution, accidents, noise and fuel.

- 7.8 Encourage suppliers and contractors to adopt good environmental standards.
- 7.9 To ensure compliance with legislation.
- 7.10 To promote environmental care throughout the Trust.
- 7.11 Use various forms of media to cascade the Trust's involvement and commitment to environmental issues.
- 7.12 To establish methods of checking usage and make active steps to reduce consumption.
- 7.13 Introduce better waste segregation at local level and recycle more paper and cardboard.
- 7.14 Work with local and national suppliers' to give the widest use to environmentally aware producers and suppliers.
- 7.15 To ensure all objectives are met and no pollution is caused.

8 Land Management

8.1 Site Management

- 8.1.1 All activities carried out on site and their effects on the environment will be reviewed.
- 8.1.2 Future development should take account of the effect on the natural habitat on and around the site.
- 8.1.3 Sites will be kept predominantly free of litter at all times.
- 8.1.4 Redundant equipment and waste will not be allowed to accumulate on Trust property.

8.2 Maintenance of Grounds and Gardens

- 8.2.1 The Trust will develop a natural green management process for its grounds.
- 8.2.2 Grounds and gardens services **will not** wherever possible use:

- a) Environmentally harmful fertilisers
- b) Environmentally harmful pesticides
- c) Peat and peat-based products

8.2.3 They **will** wherever possible:

- a) Recycle materials for compost
- b) Remove weeds without the use of chemicals

8.2.4 Open spaces and wildlife habitats will be preserved and increased where possible.

8.2.4 Trees on Trust property will be protected in accordance with Local Authority requirements and principles of good tree management.

8.3 Maintenance of Buildings and Services

8.3.1 Environmentally acceptable alternatives will be used in the choice of supplies, materials, components and furnishing wherever practicable.

8.3.2 Engineering services will be maintained so that optimum performance is achieved in terms of design and operational criteria.

8.3.3 Maintenance schedules will be reviewed to ensure that plant, equipment, heating, transport and lighting systems are all operating effectively and efficiently.

8.3.4 Environmental aspects will be included in the assessment of the condition of the buildings and services, and as a factor in priorities for upgrading and remedial work.

8.3.5 Adequate records will be maintained identifying performance standards and routine tests and inspections.

8.3.6 Contractors working on Trust property will be required to adhere to acceptable levels of environmental performance.

8.4 Property Development

8.4.1 When the need for additional accommodation has been identified, options for reuse of existing facilities will be assessed.

- 8.4.2 Any environmental effect will be considered if requirements for new accommodation are identified.
- 8.4.3 When new buildings are required the approach will be to employ sustainable design.
- 8.4.4 Alterations and adaptations to existing facilities will take into consideration environmental and visual impact.

9 Waste Management

9.1 Overview

- 9.1.1 This applies to waste disposed of other than drainage. This procedure sets out the environmental principles to be adhered to in the management of waste.
- 9.1.2 Effective and safe waste management is a priority for the Trust. All aspects of waste management will be of concern to the Trust even where these are contracted out.

9.2 Handling and Storage

The Manager responsible for the collection of waste for disposal shall also be responsible for:

- 9.2.1 Its safe handling in transit and storage.
- 9.2.2 Ensuring that it remains properly contained and secure.
- 9.2.3 Using only authorised equipment and facilities.
- 9.2.4 Reporting any defects in collection facilities, equipment or procedure.

9.3 Disposal

The Manager responsible for waste will:

- 9.3.1 Facilitate waste minimisation.
- 9.3.2 Ensure safe and proper disposal of all waste according to legislation and regulations.
- 9.3.3 Arrange for appropriate publicity and training for staff in waste reduction.

9.4 Environmental Good Practice

- 9.4.1 All areas responsible for the production of waste shall also be responsible for ensuring that waste is not produced unnecessarily and that action is taken when appropriate to reduce the volume of their waste.
- 9.4.2 Waste other than special waste, shall as far as possible be processed for re-use or recycling in preference to landfill.
- 9.4.3 The disposal of waste by landfill shall be avoided as far as possible and the use of alternative technologies for the disposal of waste shall be kept under regular review.

9.5 Waste procedure

- 9.5.1 Waste will be segregated into appropriate categories.
- 9.5.2 The environmental impact of all waste produced will be addressed.
- 9.5.3 Waste will be transported by licensed carriers.
- 9.5.4 Waste disposal contractors will be reviewed to optimize collection arrangements to ensure that hazardous wastes are stored on site for the minimum practicable time period.
- 9.5.5 Waste minimisation ideas will be developed. An approach to reduce, recycle and reuse in reducing consumption of resources will be adopted and a strategy of sustainable development will be considered where possible.
- 9.5.6 When procuring goods those, which are energy and water efficient, non-polluting (or less polluting), durable, reusable, recyclable, made from recycled materials and not over packaged will be considered.

10 Energy Management

10.1

The Estates and facilities manager in liaison with the contractors will be responsible for progress towards:

10.1.1 Quantifying electricity, gas, oil and other natural resources in terms of usage by each area, costs and seasonal variations.

10.1.2 Proposing targets for energy consumption.

10.1.3 Identifying and monitoring energy consumption.

10.1.4 Identify and counteract undue increases in energy consumption.

10.1.5 Keeping appropriate records of consumption and costs.

10.1.6 Identifying areas where energy savings could be made.

10.1.7 Assessing the performance of equipment and comparing the actual performance against standards.

10.1.8 Proposing programmes of investment in energy efficiency measures.

10.2 Monitoring and Efficiency

10.2.1 The aim of the Trust is to minimise consumption of fuel consistent with operational needs in order to lessen costs and to help conserve energy.

10.2.2 Energy implications of new services, facilities and equipment will be assessed as part of the feasibility appraisal.

10.2.3 Alternative sources and types of fuel will be regularly reviewed and environmental concerns will be one of the criteria used in purchasing decisions.

11 Water Conservation

This covers the consumption of water for clinical, industrial and domestic uses in all Trust properties.

11.1 The aim is to minimise consumption of water consistent with operational needs in order to lessen costs and help conserve water supplies.

11.2 Regular auditing of buildings will be undertaken to measure the water used and the costs incurred, including those for sewerage and effluent.

- 11.3** Water systems will be regularly cleaned and maintained.
- 11.4** Contracts for the installation and maintenance of water supply systems will specify the use of approved materials and adherence to the statutory requirements for the prevention of waste, undue-consumption, misuse, or contamination of water. There will also be checks on compliance with defined standards for servicing, maintenance, leakage, inspection routines, and secure disposal of pollutant material and prevention of contamination.
- 11.5** Consumption will be monitored and wastage assessed.
- 11.6** Appropriate records of consumption and costs will be kept as well as up to date information on the location, type and age of installations of water and sewerage systems and optimum timings for replacements and renovation.

12 Nuisance Control

- 12.1** This covers all statutory nuisances arising from the operational activity on Trust premises.
- 12.2** The Trust will ensure that minimum legal requirements are met in relation to all statutory nuisances and will endeavour to achieve standards in excess of these where possible.
- 12.3** Possible nuisance areas will be identified and monitored to ensure adequate control over nuisances.
- 12.4** Complaints from local residents will be recorded and such steps as are reasonably practicable will be taken to investigate the complaint.
- 12.5** The Trust will obtain appropriate authorisations from regulatory bodies in respect of all processes and substances, which come within scope of regulations. Such authorisations will be updated as necessary in relation to new facilities, upgraded facilities and changes in activities or processes.
- 12.6** The Trust will ensure that regulatory controls in relation to statutory nuisances are adhered to in its daily operational activities.

13 Control of Hazardous Substances

- 13.1** This covers all hazardous materials and substances used and produced on all Trust properties.
- 13.2** Hazardous substances used and produced will be identified and listed. The range of hazardous materials, which constitute inputs and potential outputs, can in the main be identified from the COSHH assessment. Records of COSHH assessments must be available. The scope of the environmental risk assessment will be extended to look for specific environmental hazards.
- 13.3** When appropriate the volume and harmfulness of hazardous substances will be reduced.
- 13.4** If possible, hazardous substances will be degraded to be safe. If not made safe the environmental effects of disposal will be minimised.
- 13.5** Safe procedures must be adhered to.
- 13.6** Managers will be responsible for:
 - 13.6.1 Ensuring that hazardous substances are identified and listed;
 - 13.6.2 Keeping appropriate records of hazardous substances;
 - 13.6.3 Arranging for appropriate publicity for staff and providing them with instruction and training in use of controls for hazardous substances;
 - 13.6.4 Reviewing practices and procedures to minimize the use of harmful elements and change to other products, which are more environmentally friendly.

14 [Transport Management](#)

- 14.1** This covers the use of motor vehicles for commuting, business travel and delivery/commercial traffic.
- 14.2** The aim of the Trust is to minimise the adverse effects on the surrounding community and wider environment of staff, visitors and patients travelling to and between the Trust's sites by motor vehicles and to minimise the environmental effects of transport activity during work.

14.3 The Trust will reduce the level of unnecessary travel by responding appropriately and applying flexible working policies, where appropriate. All staff, patients and visitors will be encouraged to use alternative means of travel whenever this is a practical option.

14.4 The Trust will ensure that by encouraging green transport real benefits will be produced for:

14.4.1 The individual through improved health, reduced stress and potential cost savings.

14.4.2 The Trust through a healthier, more motivated workforce and reduced congestion.

14.4.3 The community by the Trust demonstrating their commitment to environmental priorities and setting an example to others.

14.4.4 The environment through improved local air quality with less noise, dirt and fumes, as well as reducing the impact of other national and global environmental problems.

14.5 Bicycles

14.5.1 Cycle storage space is provided on the site for the use of cyclists.

14.5.2 Shower and changing facilities are available for cyclists.

14.5.4 The Trust also operates a Cycle Loan Scheme for staff members.

14.6 Business Travel

14.6.1 Facilities such as e-mail, video conferencing and Internet will be considered to reduce the need of business travel.

14.6.2 Journeys should be co-ordinated to avoid duplication and arrangements could be made so that a group of people can travel together.

14.6.3 Staff should make visitors aware of public transport routes to the site.

8 Training Requirements

Training needs assessments will be made and training delivered through Personal Development Plans as required.

9 Process for monitoring compliance with this policy

The Estates manager is to review areas performance from time to time and to make recommendations.

10 References

Environmental Impact Regulations

11 Associated documents¹

Promoting Cycling to Work Procedure

Annual Plan

¹ For the current version of Trust procedures, please refer to the intranet.

12 Equality Impact Assessment

Completed by	Jonathan McKee
Position	Deputy SIRO and Governance Manager
Date	21.12.16

The following questions determine whether analysis is needed	Yes	No
Is it likely to affect people with particular protected characteristics differently?		X
Is it a major policy, significantly affecting how Trust services are delivered?	X	
Will the policy have a significant effect on how partner organisations operate in terms of equality?		X
Does the policy relate to functions that have been identified through engagement as being important to people with particular protected characteristics?		X
Does the policy relate to an area with known inequalities?		X
Does the policy relate to any equality objectives that have been set by the Trust?		X
Other?		x

If the answer to *all* of these questions was no, then the assessment is complete.

If the answer to *any* of the questions was yes, then undertake the following analysis:

	Yes	No	Comment
Do policy outcomes and service take-up differ between people with different protected characteristics?			
What are the key findings of any engagement you have undertaken?			
If there is a greater effect			

on one group, is that consistent with the policy aims?			
If the policy has negative effects on people sharing particular characteristics, what steps can be taken to mitigate these effects?			
Will the policy deliver practical benefits for certain groups?			
Does the policy miss opportunities to advance equality of opportunity and foster good relations?			
Do other policies need to change to enable this policy to be effective?			
Additional comments			

If one or more answers are yes, then the policy may unlawful under the Equality Act 2010 –seek advice from Human Resources (for staff related policies) or the Trust’s Equalities Lead (for all other policies).